

# CITY OF ST. CHARLES

TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984



DEPARTMENT: COMMUNITY DEVELOPMENT/PLANNING

PHONE: (630) 377-4443

FAX: (630) 377-4062

## CONCEPT PLAN APPLICATION

### Instructions:

*To request review of a concept plan for a property, complete this application and submit it with all required attachments to the Planning Office.*

*When the application is complete we will schedule a Plan Commission review, as well as a review by the Planning and Development Committee of the City Council. While these are not formal public hearings, property owners within 250 ft. of the property are invited to attend and offer comments.*

*The information you provide must be complete and accurate. If you have a question please call the Planning Office and we will be happy to assist you.*

*Received Date*

<b>1. Property Information:</b>	Parcel Number (s):
	Street Address (or common location if no address is assigned):

<b>2. Applicant Information:</b>	Name	Phone
	Address	Fax
		Email

<b>3. Record Owner Information:</b>	Name	Phone
	Address	Fax
		Email

## **Zoning and Use Information:**

Current zoning of the property: \_\_\_\_\_

Current use of the property: \_\_\_\_\_

Proposed zoning of the property: \_\_\_\_\_

Proposed use of the property: \_\_\_\_\_

Comprehensive Plan Designation: \_\_\_\_\_

## **Attachment Checklist**

- ☐ Plat of Survey prepared by an Illinois Registered Land Surveyor.
- ☐ Aerial photograph of the site and surrounding property at a scale of not less than 1"=400', preferably at the same scale as the concept plan.
- ☐ Twenty-two (22) full size copies (24" x 36" max) and one reduction (11" x 17" or smaller) of Concept Plan showing existing and proposed features including:
  - Name of project, north arrow, scale, date
  - Boundaries of property with approximate dimensions and acreage
  - Existing streets on and adjacent to the tract
  - Natural features including topography, wooded areas, wetlands, other vegetative cover, streams, and drainage ways.
  - Proposed overall land use pattern, open space, circulation system, and other major features.
  - Architectural elevations showing building design, color and materials (if available)
  - General utility locations or brief explanation providing information on existing sanitary sewer, storm sewer, water, and other utilities necessary to service the development
- ☐ Written information including:
  - List of the proposed types and quantities of land use, number and types of residential units, and floor area ratio for nonresidential uses.
  - Statement of the planning objectives to be achieved by the development, including the rationale behind the assumptions and choices of the applicant.
  - List of anticipated exceptions or variations to zoning and subdivision requirements, if any
- ☐ List of record owners of all property within 250 feet of the subject property
- ☐ Ownership Disclosure Form
- ☐ Summary of Proposed Development and Park and School Land/Cash worksheets (for residential developments)

**I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.**

\_\_\_\_\_  
Record Owner Date

\_\_\_\_\_  
Applicant or Authorized Agent Date

## City of St. Charles, Illinois

[illegible]



**OWNERSHIP DISCLOSURE FORM  
PARTNERSHIPS**

STATE OF ILLINOIS     )  
                                      ) SS.  
KANE COUNTY            )

I, \_\_\_\_\_, being first duly sworn on oath depose and say that I am a General Partner  
of \_\_\_\_\_, an Illinois (General) (Limited) Partnership  
and that the following persons are all of the partners thereof:

_____	(General)(Limited) Partner
_____	(General)(Limited) Partner
_____	(General)(Limited) Partner
_____	(General)(Limited) Partner
_____	(General)(Limited) Partner
_____	(General)(Limited) Partner

By: \_\_\_\_\_ (General)(Limited) Partner

Subscribed and Sworn before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

State of Illinois) ) SS.  
Kane County )


TITLE: \_\_\_\_\_

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Notary Public

**OWNERSHIP DISCLOSURE FORM  
LAND TRUST**

STATE OF ILLINOIS     )  
                                      ) SS.  
KANE COUNTY         )

I, \_\_\_\_\_, being first duly sworn on oath depose and say that I am  
Trust Officer of \_\_\_\_\_, and that the following persons are all of  
the beneficiaries of Land Trust No. \_\_\_\_\_:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: \_\_\_\_\_, Trust Officer

Subscribed and Sworn before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

**OWNERSHIP DISCLOSURE FORM  
LIMITED LIABILITY COMPANY (L.L.C.)**

STATE OF ILLINOIS     )  
                                      ) SS.  
KANE COUNTY         )

I, \_\_\_\_\_, being first duly sworn on oath depose and say that I am  
Manager of \_\_\_\_\_, an Illinois Limited Liability Company  
(L.L.C.), and that the following persons are all of the members of the said L.L.C.:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: \_\_\_\_\_, Manager

Subscribed and Sworn before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



# SUMMARY OF PROPOSED DEVELOPMENT

## For Residential Developments



Name of Development \_\_\_\_\_

Number of years expected for build out \_\_\_\_\_

### Acreage Breakdown:

To be developed \_\_\_\_\_

Common Area \_\_\_\_\_

Area in Lots \_\_\_\_\_

Area in Private Open Space \_\_\_\_\_

Area for Stormwater Management \_\_\_\_\_

Park site land donation \_\_\_\_\_

School site land donation \_\_\_\_\_

Total Acres \_\_\_\_\_

### Dwelling Unit Breakdown:

	<u>Number of units</u>	<u>Estimated price range</u>
Single Family	_____	_____
Cluster/Zero Lot Line	_____	_____
Attached Single Family (Townhomes)	_____	_____
Multi-Family: Apartments	_____	_____
Multi-Family: Condominium	_____	_____
Total Dwelling Units	_____	

Gross Density (Total D.U./Total Acres) \_\_\_\_\_

Allowed Density \_\_\_\_\_

Estimated Population \_\_\_\_\_

Estimated Student Yield \_\_\_\_\_

# Park Land/Cash Worksheet

City of St. Charles, Illinois

Name of Development \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_



Type of Dwelling	# dwelling Units	Per Unit	Estimated Population
<b>Detached Single Family</b>			
➤ 3 Bedroom		DU x 2.899	=
➤ 4 Bedroom		DU x 3.764	=
➤ 5 Bedroom		DU x 3.770	=
<b>Attached Single Family</b>			
➤ 1 Bedroom		DU x 1.193	=
➤ 2 Bedroom		DU x 1.990	=
➤ 3 Bedroom		DU x 2.392	=
➤ 4 Bedroom		DU x 3.145	=
<b>Apartments</b>			
➤ Efficiency		DU x 1.294	=
➤ 1 Bedroom		DU x 1.758	=
➤ 2 Bedroom		DU x 1.914	=
➤ 3 Bedroom		DU x 3.053	=

## Totals

\_\_\_\_\_ Total Dwelling Units

\_\_\_\_\_ Estimated Total Population

## Park Site Requirements

Estimated Total Population \_\_\_\_\_ x .010 Acres per capita = \_\_\_\_\_ Acres

## Cash in lieu of requirements -

Total Site Acres \_\_\_\_\_ x \$185,000 (Fair Market Value per Acre Improved Land) = \$ \_\_\_\_\_

# School Land/Cash Worksheet

City of St. Charles, Illinois

Name of Development	_____
Date Submitted:	_____
Prepared by:	_____



## Estimated Student Yield by Grades

Type of Dwelling	# of dwelling Units (DU)	Elementary (Grades K to 5)		Middle (Grades 6 to 8)		High (Grades 9 to 12)	
Detached Single Family							
➤ 3 Bedroom		DU x .369	=	DU x .173	=	DU x .184	=
➤ 4 Bedroom		DU x .530	=	DU x .298	=	DU x .360	=
➤ 5 Bedroom		DU x .345	=	DU x .248	=	DU x .300	=
Attached Single Family							
➤ 1 Bedroom		DU x .000	=	DU x .000	=	DU x .000	=
➤ 2 Bedroom		DU x .088	=	DU x .048	=	DU x .038	=
➤ 3 Bedroom		DU x .234	=	DU x .058	=	DU x .059	=
➤ 4 Bedroom		DU x .322	=	DU x .154	=	DU x .173	=
Apartments							
➤ Efficiency		DU x .000	=	DU x .000	=	DU x .000	=
➤ 1 Bedroom		DU x .002	=	DU x .001	=	DU x .001	=
➤ 2 Bedroom		DU x .086	=	DU x .042	=	DU x .046	=
➤ 3 Bedroom		DU x .234	=	DU x .123	=	DU x .118	=

Totals \_\_\_\_\_ TDU \_\_\_\_\_ TE \_\_\_\_\_ TM \_\_\_\_\_ TH

## School Site Requirements

Type	# of students	Acres per student	Site Acres
Elementary (TE)		x .025	=
Middle (TM)		x .0389	=
High (TH)		x .0533	=

Total Site Acres \_\_\_\_\_

## Cash in lieu of requirements -

\_\_\_\_\_ (Total Site Acres) x \$185,000 (Fair Market Value per Acre Improved Land) = \$ \_\_\_\_\_



**FILING FEES FOR APPLICATIONS AND PLANS**

**Developments within corporate limits**

- Annexation of Property: \$1,000.00
- Annexation Agreement: \$2,000.00
- General (Text) Amendment: \$500.00
- Zoning Map Amendments: \$750.00
- Special Use and Amendment to Special Use: \$1,000.00
- Special Use as a Planned Unit Development (PUD): \$2,000.00
- Site Plan Review (O-R Districts): \$1,000.00
- Subdivision Concept Plan: No fee
- Preliminary Plan of Subdivision (not a PUD): \$2,500.00
- Preliminary Plan of Minor Subdivision or Minor Resubdivision (of a parcel less than 3 acres): \$1,000.00
- Subdivision Final Engineering Plans: \$1,500.00
- Subdivision Final Plat: \$500.00
- PUD Concept Plan: No fee
- PUD Preliminary Plan: \$3,000.00
- PUD Final Engineering Plan: \$2,000.00
- PUD Final Plat: \$500.00

**Developments outside corporate limits (within 1 ½ mile jurisdiction)**

- Concept Plan (Review of County application): No fee
- Preliminary Plan of Subdivision, 5 or more lots, with new public road construction: \$ 1, 500.00
- Preliminary Plan of Subdivision, 1 to 4 lots, with new public road construction: \$ 500.00
- Preliminary Plan of Minor Subdivision or Minor Resubdivision (1 to 4 lots, no new public road construction): No fee
- Subdivision Final Plat: \$ 500.00

**Reimbursement for Miscellaneous Expenses:** The applicant shall reimburse the City for miscellaneous costs incurred relative to any application including but not limited to: Publication of legal notices, Court reporter and transcript fees, Mailing (postage) costs, Recording fees.

**Reimbursement for City Staff Review:** Applicants are required to reimburse the City for the cost of Engineering review time. An invoice for these costs is sent to the responsible party as indicated on the application form. See Paragraphs 16.12.270 and 16.12.280 of Title 16, "Subdivisions and Land Improvements" and/or Paragraphs 17.12.090 and 17.12.100 of Title 17, "Zoning" for specifics.

**Reimbursement for Professional Services:** Applicants are required to reimburse the City for the cost of the following:

1. Fees for landscape architect's and planning consultant's review and consultation in connection with review of the petition or application, and inspection of construction, including meetings and associated tasks.
2. Fees for traffic analysis performed by a member of the Institute of Transportation Engineers and approved by the City Engineer, when such traffic analysis is requested by the City.
3. Fees for city attorney's review and negotiations in connection with the petition or application.
4. Fees for professional engineering consultant's review of plans and documents and construction inspection including meetings and associated tasks.

**Payment:** Filing fees are payable at the time of filing the application or petition. Reimbursement fees are due within 30 days of invoicing.

# CITY OF ST. CHARLES, ILLINOIS – SCHEDULED MEETING DATES

Plan Commission	Planning & Development Committee	City Council
<b>2004*</b>		
1/06	1/12	1/05
1/20		1/19
2/03	2/09	2/02
2/17		2/16
3/02	3/08	3/01
3/16		3/15
4/06	4/12	4/05
4/20		4/19
5/04	5/10	5/03
5/18		5/17
6/08	6/14	6/07
6/22		6/21
7/06	7/12	7/06(Tue)
7/20		7/19
8/03	8/09	8/02
8/17		8/16
9/07	9/13	9/07 (Tue.)
9/21		9/20
10/05	10/11	10/04
10/19		10/18
11/02	11/08	11/01
11/16		11/15
12/07	12/13	12/06
(no 2 <sup>nd</sup> meeting in December)		12/20
<b>2005*</b>		
1/04	1/10	1/03
1/18		1/17
2/08	2/14	2/07
2/22		2/21
3/08	3/14	3/07
3/22		3/21

\* These dates conform to the regular meeting schedule. However, meetings may be rescheduled. Please check with the Planning Division to confirm a specific meeting date.

*We will review submittals for completeness prior to establishing a meeting or public hearing date for an application. Please contact the Planning Division at 377-4443 if you have any questions.*